

SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM

**APPLICATION
FOR
FISCAL YEAR 2003
(OCTOBER 1, 2002 - SEPTEMBER 30, 2003)**

**OFFICE OF HIGHWAY SAFETY PLANNING
4000 COLLINS ROAD, P.O. BOX 30633
LANSING, MICHIGAN 48909-8133**

****Application Form is also available on OHSP website at:
<http://www.michigan.gov/msp>, click on Services to
Governmental Agencies, Office of Highway Safety Planning,
Safety Programs.**

AUTHORITY:	1978 PA 416, as amended & Exec. Order 1989-4
COMPLIANCE:	Voluntary, but reimbursement will be delayed until completed.

**SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM
APPLICATION INSTRUCTIONS**

Review the following instructions carefully before completing the application. A checklist is provided on page 3 to assist you.

- I. CONTRACT CONDITIONS (Pages 4-8)** These requirements detail the conditions of the agreement between the Office of Highway Safety Planning and the County for secondary road patrol and traffic accident prevention services. Please review them carefully. The Contract Conditions along with the Initial Report, Methods and Procedures, and the Budget sections of this application, with the approval of the Office of Highway Safety Planning will become part of the Grant Contract when the award is made.
- II. APPLICATION SIGNATURE PAGE (Page 9)**
 - Item 1.** County name.
 - Item 2.** Federal IRS employer identification number for the county.
 - Items 3 thru 7.** County Board Chairperson Identification. Name, complete address, telephone number and authorizing signature of the Chairperson of the County Board of Commissioners.
 - Items 8 thru 12.** Sheriff Identification. Name, complete address, telephone number and signature of the County Sheriff.
 - Items 13 thru 17.** Financial Officer Identification. Name, complete address, telephone number and signature of the county official responsible for fiscal accounting of this contract.
- III. METHODS AND PROCEDURES (Page 10)** Specify the duties to be performed to implement the supplemental pattern of service developed by the sheriff under Section II of the Contract Conditions. Attach additional pages as needed.
- IV. BUDGET (Pages 11-13)** Complete each portion of the budget, in detail, according to the instructions provided. Attach additional pages, as needed, for the budget narrative.
- V. INITIAL REPORT (Pages 14-16)** Collection of the information contained in the Initial Report is mandated by Section 77(b) of P.A. 416 of 1978, as amended. Please provide a response to all the questions.
- VI. EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES** Complete page 17. Enter the name of the county board chairperson, the county name, and the name of the state agency where your county EEO Plan is on file. Signature and date by the board chairperson. Or send a copy of your county's latest EEO Plan.
- VII. SUBMISSION** Please send the original signed application documents identified on the checklist to the Office of Highway Safety Planning by September 1.

If you have any questions, please call 517/333-5305.

SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM CHECKLIST

This checklist is provided as a guide to assist you in the preparation of the application for P.A. 416 funding. (FOR YOUR USE ONLY.)

COUNTY ALLOCATION: \$

SHERIFF:

Task
Completed ☐

- | | |
|---|--------------------------|
| 1. Review the Contract Conditions (pages 4-8) | <input type="checkbox"/> |
| 2. Prepare the Methods and Procedures (page 10) | <input type="checkbox"/> |
| 3. Prepare the Budget (pages 11-13) | <input type="checkbox"/> |
| 4. Prepare the Initial Report (pages 14-16) | <input type="checkbox"/> |
| 5. Complete the required EEO certification (page 17) | <input type="checkbox"/> |
| 6. Complete the Application Signature Page and Sign Item #11 (page 9) | <input type="checkbox"/> |
| 7. Deliver the Prepared Application to the Financial Officer | <input type="checkbox"/> |

FINANCIAL OFFICER:

- | | |
|---|--------------------------|
| 1. Review the Contract Conditions | <input type="checkbox"/> |
| 2. Review the Budget | <input type="checkbox"/> |
| 3. Review the Initial Report | <input type="checkbox"/> |
| 4. Sign Item #16 on the Application Signature Page (page 9) | <input type="checkbox"/> |
| 5. Return the Application Package to the Sheriff | <input type="checkbox"/> |

SHERIFF:

- | | |
|--|--------------------------|
| Deliver the Application to the Chairperson of the County Board | <input type="checkbox"/> |
|--|--------------------------|

CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS:

- | | |
|--|--------------------------|
| 1. Review the Contract Conditions | <input type="checkbox"/> |
| 2. Review the Application for P.A. 416 funding | <input type="checkbox"/> |
| 3. Review the Initial Report | <input type="checkbox"/> |
| 4. Sign the EEO certification (page 17) | <input type="checkbox"/> |
| 5. Sign Item #6 on the Application Signature Page (page 9) | <input type="checkbox"/> |
| 6. Return the Application Package to the Sheriff | <input type="checkbox"/> |

SHERIFF:

- | | |
|---|--------------------------|
| 1. Review the Application for completeness | <input type="checkbox"/> |
| 2. Make one copy of the complete application to retain for your records | <input type="checkbox"/> |
| 3. Submit the original of the following documents to OHSP: | |
| a. Application Signature Page 9 with original signatures | <input type="checkbox"/> |
| b. Methods and Procedures Page 10 | <input type="checkbox"/> |
| c. Budget (Detail & Narrative) Pages 11-13 | <input type="checkbox"/> |
| d. Initial Report Pages 14-16 | <input type="checkbox"/> |
| e. EEO certification (page 17) | <input type="checkbox"/> |

MAIL TO:

Office of Highway Safety Planning
4000 Collins Road, P.O. Box 30633
Lansing, Michigan 48909-8133

DATE MAILED

SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM CONTRACT CONDITIONS

I. Definitions

The OFFICE OF HIGHWAY SAFETY PLANNING (OHSP) is the agent for the State of Michigan, acting through the Department of State Police.

The PROVIDER is the County Board of Commissioners as advised by the County Sheriff acting through a duly authorized contracting official, i.e., Chairperson of the County Board of Commissioners or County Executive Officer.

The term FISCAL YEAR means the fiscal year of the State of Michigan, beginning each October 1.

NONEXPENDABLE PERSONAL PROPERTY means tangible personal property having a useful life of more than one year and acquisition cost of \$500 or more per unit.

EXPENDABLE PERSONAL PROPERTY refers to all tangible personal property other than nonexpendable property.

COUNTY FUNDED ROAD PATROL OFFICER is a uniformed officer who responds to citizens' requests, makes arrests, investigates traffic crashes and crimes, serves legal papers, patrols the county and may occasionally be assigned to jail, marine/snowmobile, dispatch, court, prisoner transport or other non-patrol related functions. Examples of who not to include are sheriff, undersheriff, command officers who supervise other divisions in addition to road patrol, full-time court detail, corrections, marine/snowmobile, detectives, etc.

PUBLIC ACT 416 FUNDED ROAD PATROL OFFICER is a uniformed officer who patrols the secondary roads, county primary and local roads; monitors traffic violations; enforces the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's department; investigates crashes involving motor vehicles; and provides emergency assistance to persons on or near a highway or road patrolled and monitored as required by the Act.

II. Development of Plan by Sheriff

The provider shall analyze the distribution of serious traffic crashes in the service area of primary county sheriff road patrol service and develop a supplemental pattern of service for purposes as described in Sec. (77(1) of P.A. 416 of 1978 as amended, best designed to reduce serious traffic crashes at the times and places of greatest frequency.

III. Services

The sheriff shall be the law enforcement agency primarily responsible for providing the following services: (a) on county primary roads and county local roads except within the boundaries of a city or village, and (b) on any highway or road within the boundaries of a county park:

1. Patrolling and monitoring traffic violations.
2. Enforcing the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's department while providing the patrolling and monitoring required by this section.
3. Investigating crashes involving motor vehicles.
4. Providing emergency assistance to persons on or near a highway or road patrolled and monitored as required by this section.

IV. City and Village Service Agreements

Public Act 416, Section 76(3) provides for service agreements between a city or village and a county. If you enter into an agreement of this type, a copy of the resolution authorizing this action must be included in the documents submitted with your Annual Report due October 20 at the conclusion of the program year.

Any or all of the following services may be required:

1. Patrolling and monitoring traffic violations.
2. Investigating crashes involving motor vehicles.
3. Providing emergency assistance to persons on or near a highway or road being patrolled.
4. Providing a vehicle inspection program on roads being patrolled.

V. Accounting and Recordkeeping Requirements

Provider agrees to maintain accounting records following generally accepted accounting procedures for the expenditure of funds for the purposes identified in the methods and procedures section. Adequate expenditure documentation shall be maintained for at least three years after the expiration of the State fiscal year covering this agreement. The provider agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified in the budget detail unless written approval is received from OHSP. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts.

- A. **Personnel Costs.** Amounts expended under this agreement for P.A. 416 funded road patrol officers shall be based upon payrolls documented and approved in accordance with the policies and practices of the provider and shall be supported by time and attendance records for individual employees.
- B. **All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Use of a per mile rate that includes a depreciation allowance to generate a reserve fund for vehicle replacement is allowable, contingent upon the following:**
 1. The provider understands and agrees to provide OHSP with an updated version of the motor pool accumulated revenue and expense detailed schedule each year with the Final Expenditure Summary. If an analysis of this revenue and expense schedule reveals a situation in which revenues have exceeded expenses by an excessive amount, the provider agrees that an appropriate adjustment to automotive expenses will be made.
 2. Use of money in this fund is limited to vehicle replacement.
 3. Vehicles purchased from this fund shall be used for Act 416 related activities.
 4. All vehicles purchased or replaced by means of the fund are subject to the OHSP equipment replacement and disposition policies.
 5. Accumulated replacement reserves shall be returned to the State in the event that the P.A. 416 program is terminated.
- C. **Property Management Standards**
 1. **Accounting Requirement.** The county agrees to maintain a readily identifiable inventory of nonexpendable personal property purchased in whole, or in part, with P.A. 416 funds. Inventory of this property shall be made a part of the county's official P.A. 416 records and shall be available for review by authorized state personnel.
 2. **Recordkeeping Requirements.** The county agrees to maintain, as a part of the financial records for P.A. 416, the following types of property management records for all nonexpendable personal property acquired in whole, or in part, with P.A. 416 funds.
 - a. Copies of purchase orders and invoices.
 - b. Inventory control listing for nonexpendable property shall be maintained. At a minimum, property management records shall meet the following requirements:
 - 1) item description
 - 2) manufacturer's serial number and if applicable, a P.A. 416 control number
 - 3) State P.A. 416 cost equity at time of purchase
 - 4) acquisition date and cost
 - 5) location of property
 - 6) ultimate disposition date including sale price or method used to determine fair market value
 - 7) records of nonexpendable personal property which has been acquired in whole, or in part, with P.A. 416 funds shall be retained for three years beyond the useful life of the equipment.
 - c. Proper sales procedures shall be established for unneeded property which would provide for competition to the maximum extent possible and result in the highest possible return.

VI. Standards for Acquiring, Using and Disposing of Property Purchased with Funds Paid Under P.A. 416

The acquisition of expendable personal property shall be authorized by OHSP. It may be disposed of when, at the discretion of the provider, it is no longer usable. When nonexpendable personal property is acquired by a county in whole, or in part, with P.A. 416 funds, title may be taken by the county subject to the following restrictions:

- A. Use of nonexpendable personal property is restricted to activities authorized by P.A. 416 and by personnel funded or authorized by OHSP in their contract with the county or by adjustments to this contract.

- B. Disposition of Nonexpendable Personal Property.** When a recipient of nonexpendable personal property purchased in whole, or in part, with P.A. 416 funds no longer has a need for the property in its P.A. 416 program, the county shall obtain prior approval from the Office of Highway Safety Planning for the proposed disposition of the property. Requests for approval of the proposed disposition shall be submitted to the Office of Highway Safety Planning within 30 days prior to the proposed disposition. The property, with concurrence of OHSP, may be disposed of in accordance with the following standards and order of priority:
1. OHSP reserves the right to require the county to transfer the property to the control of OHSP or directly to a third party at the discretion of OHSP. The contracting county shall be reimbursed by the beneficiary county with an amount which is computed by applying the percentage of county participation in the original cost of the item(s) to the current fair market value.
 2. OHSP may permit the county to retain the property for use other than that authorized in P.A. 416 provided compensation is made to the State of Michigan. The amount of compensation shall be computed by applying the percentage of state participation in the original cost of the item(s) to the current fair market value.
 3. OHSP may instruct the county to sell the property and reimburse the State of Michigan an amount which is computed by applying the percentage of state participation in the original cost of the item(s) to the current fair market value. The county is permitted to retain five percent of the total proceeds to cover selling and handling expenses.
- C. Replacement of Property.** When an item of nonexpendable personal property with an acquisition cost of \$500 or more is no longer efficient or serviceable but the county continues to need the property in its P.A. 416 program, the county may replace the property through trade-in or sale and purchase of new property, provided the following requirements are met:
1. **Similar Function.** Replacement property shall serve the same function as the original property and is of the same nature or character, although not necessarily of the same grade or quality.
 2. **Credits.** Value credited for the property, if the property is traded in, shall be related to the fair market value.
 3. **Time.** Purchase of replacement property shall take place soon enough after the sale of nonexpendable property to show that the sale and the purchase are related, but in any instance, during the same funding year.
 4. **Compensation.** Replacement of property under this paragraph is not disposition of this property. The county is not required, at the time of replacement, to compensate the State for the state share of the property; rather, the state share is transferred to the replacement property with an appropriate adjustment as provided in this section. The replacement property is subject to the same instruction on use and disposition as the property replaced (paragraph 6 below).
 5. **Calculation of State Share.** The state share of the replacement property is calculated as follows:
 - a. The proceeds from the sale of the original property on the amount credited for trade-in is multiplied by the state share (percentage) to produce a dollar amount.
 - b. The percentage ratio of the P.A. 416 dollar amount to the total purchase price of the replacement property is the state share of the replacement property.
 6. **Prior Approval.** Recipients of P.A. 416 funds shall obtain written permission from OHSP to use the provision of this paragraph prior to entering into negotiations for the replacement or trade-in of nonexpendable property.

VII. Financial Reports

The provider agrees to submit a quarterly financial report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A Final Expenditure Summary with Detailed Schedules is due 60 days following the termination of the contract. The Inventory Control Listing for nonexpendable property as identified in Section 5.C.2.b shall be submitted with the Final Expenditure Summary.

VIII. Program Reports

The provider agrees to submit a semi-annual report on forms provided by OHSP 20 days following the end of each reporting period. Further, the provider agrees to submit an annual report to OHSP on October 20 of each year covering the fiscal year as provided in Section 77, Subsection (6) of P.A. 416 of 1978, as amended.

IX. Amendment of Contract

Program modification or a budget revision shall be requested in writing on the OHSP Contract Adjustment Request form and approved by OHSP prior to implementation.

X. Limitation Upon Timing of Expenditures

All obligations under this agreement shall be made subsequent to the start and prior to the termination date of the contract.

XI. Limited Availability of Indirect Costs

Indirect costs reportable as operating expense are allowable providing they do not exceed 5% of the total direct program expenditures. Costs for clerical support personnel may be included in the budget as an indirect cost, not a direct cost.

XII. Method of Payment

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. The county will receive the reimbursement approximately four weeks following receipt of the Quarterly Financial Report. Reimbursement may be delayed if the county fails to provide reports and other documentation required by OHSP.

XIII. Attribution

Any public dissemination of information under this agreement shall identify the State of Michigan as the source of the funding for the services provided.

XIV. Notice Regarding Position Reductions

The sheriff shall immediately inform OHSP of any reductions in the working number of county funded road patrol positions if the remaining number of working road patrol positions is below the September 30, 1978 level. This notification shall include the latest county estimate of total county general fund revenue for the pertinent county fiscal year. Notification in accordance with this section shall be in writing and shall include appropriate explanatory information.

XV. Termination

Termination of this contract will become effective based upon one or more of the following conditions:

- A. The termination date specified on the contract has been reached and all other conditions of funding have been satisfied.
- B. Funds allocated for secondary road patrol and traffic accident prevention to implement P.A. 416 are contingent upon an appropriation from the State of Michigan and sufficient surcharge collections. County allocations may be revised if funding is revised or voided.
- C. This agreement is void if the provider reduces its expenditures or level of road patrol below that which the provider was expending or providing immediately before October 1, 1978, unless the provider is required to reduce general services because of economic conditions and is not merely reducing law enforcement services. If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the provider in writing and afford the provider with an opportunity to demonstrate compliance. If compliance cannot be established, the OHSP shall notify the provider in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.
- D. The provider shall comply with the identified schedule for financial and programmatic reporting. Failure to comply will result in OHSP action to withhold the release of funds to the provider.
- E. Upon sixty days notice the provider may terminate the contract. OHSP may waive this notification requirement.

XVI. Inspection, Audit and Reporting

The Office of Highway Safety Planning, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the provider which are related to this agreement, for purpose of inspection, audit, and examination.

The provider shall comply with the requests of OHSP for information on reports related to the manpower, expenditures and services of the provider and the traffic crash, traffic safety, and crime data of the county or areas of the county of the provider.

XVII. Equal Employment Opportunity Requirements

In accordance with the Elliott-Larsen Civil Rights Act and the Michigan Handicappers Civil Rights Act, a grantee or contractor shall not discriminate against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status or handicap. Failure to comply with this requirement is cause for cancellation of the grant.

In accordance with Executive Directive 1979-4 and Michigan Department of Civil Rights Standards and Procedures for Civil Rights Compliance in State and Federal Contracts, a grantee or contractor must have an established policy of equal employment opportunity without regard to race, color, religion, national origin, age, sex or handicap. The grantee or contractor shall take steps necessary to correct any underrepresentation and achieve a reasonably representative work force at all levels of employment. In addition, the grantee or contractor shall:

- a. state in all recruiting materials and advertisements that all applicants will receive equal consideration for employment without regard to race, color, religion, national origin, age, sex or handicap, and
- b. post in conspicuous places notices setting forth the law on equal opportunity in employment and public accommodations. (Posters are available from the Michigan Department of Civil Rights.)

A grantee or contractor shall inform the Office of Highway Safety Planning of any federal or state actions, taken against the grantee or contractor, pertaining to equal employment opportunity requirements. A grantee or contractor shall keep employment or other recourse, used in preparation of the Minority-Female-Handicapper Status Report, work force Utilization Analysis and EEG Plan, six months beyond the life of the grant or contract to permit access by the Office of Highway Safety Planning, Michigan Department of Civil Rights or other authorized persons as may be necessary to ascertain compliance.

The award of a grant is subject to acceptance of the required reporting forms and EEO Plan and a determination of compliance with Equal Employment Opportunity requirements by the Office of Highway Safety Planning or the Michigan Department of Civil Rights.

XVIII. Legislative Mandate

“Any law enforcement entity receiving GF/GP funds from the budget shall not evaluate an employee or consider for promotion or assignment on basis of motor vehicle citations issued.”

**OFFICE OF HIGHWAY SAFETY PLANNING
SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM
APPLICATION**

Application is made under 1978 PA 416, as amended, in the amount and for the purpose set forth in this application.

We certify that the information contained in this application, including the Initial Report, Methods and Procedures and the Budget Detail, is true and correct to the best of our knowledge.

On the basis of this application and detailed budget submitted by the County, an award will be made to the County in the amount and for the period stated and is subject to the Contract Conditions and the Contract Special Conditions. This agreement becomes effective as of the date representatives of the County are notified by the Office of Highway Safety Planning.

1. APPLICANT COUNTY	2. FEDERAL EMPLOYER ID NUMBER
3. CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS	
4. STREET ADDRESS	5. CITY/ZIP
6. SIGNATURE DATE	7. TELEPHONE NO.
8. SHERIFF	
9. STREET ADDRESS	10. CITY/ZIP
11. SIGNATURE DATE	12. TELEPHONE NO.
13. FINANCIAL OFFICER (PERSON RESPONSIBLE FOR FISCAL ACCOUNTING)	
14. STREET ADDRESS	15. CITY/ZIP
16. SIGNATURE DATE	17. TELEPHONE NO.
18. PRIMARY CONTACT PERSON FOR SRP PROGRAM	19. TELEPHONE NO. OF PRIMARY CONTACT

AUTHORITY: 1978 PA 416, as amended, and Executive Order 1989-4. COMPLIANCE: Voluntary, however, submission of this application is required to participate in this program.

LEAVE BLANK - FOR OHSP USE ONLY	
DATE APPLICATION RECEIVED	CONTRACT NUMBER

**OFFICE OF HIGHWAY SAFETY PLANNING
SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM
METHODS AND PROCEDURES**

INSTRUCTIONS: Enter in this section the details of how your department will utilize the funds allocated. Use additional sheets if necessary to explain expanded service to be provided, which should be consistent with the budget submitted for the project.

DUTIES TO BE PERFORMED

Provide below the number of duties to be performed as part of this agreement.

NUMBER OF MILES of traffic safety enforcement, emergency assistance, enforcement assistance and accident prevention patrol of roads and parks.	
NUMBER OF MOTOR VEHICLES to be included in the selective motor vehicle inspection or repair and report program.	
NUMBER OF DEPUTIES to receive training in traffic safety information and education.	
NUMBER OF COMMUNITY SERVICE TRAFFIC SAFETY TRAINING SESSIONS for:	
Juveniles	
Senior Citizens	
Other (specify)	

ADDITIONAL SERVICES TO BE PERFORMED

Describe below any additional services the provider will perform as part of this effort to reduce traffic accidents.

**OFFICE OF HIGHWAY SAFETY PLANNING
SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM
BUDGET DETAIL**

INSTRUCTIONS: The budget must be completed in detail. Use whole dollar amounts (no cents). The budget should cover only the period for which this application is made.

PERSONNEL

SALARIES AND WAGES			
POSITION TITLE	SALARY RATE	% OF TIME ON 416 ACTIVITIES	COST
			\$
OVERTIME			
LONGEVITY			
SUBTOTAL			\$

FRINGE BENEFITS		
FICA	PERCENT	\$
RETIREMENT	PERCENT	
HOSPITALIZATION	\$ AVG/EMPLOYEE/MONTH	
WORKERS COMPENSATION	\$ AVE/EMPLOYEE/MONTH	
OTHER INSURANCE		
SUBTOTAL		\$
TOTAL PERSONNEL		\$

BUDGET DETAIL**AUTOMOTIVE EXPENSES**

Provide county cost per mile of patrol operation. Include fuel, insurance and maintenance. Include a separate narrative defining, where applicable, the county system of vehicle depreciation, trade-in policy on used vehicles and any other local procedure affecting the normal operational costs of the P.A. 416 program.				
NUMBER OF P.A. 416 VEHICLES	TYPE OF VEHICLE	COST PER MILE	ESTIMATED MILES	COST
				\$
			TOTAL AUTOMOTIVE EXPENSES	\$

EQUIPMENT

Include only those items used exclusively and directly for P.A. 416. Include a separate narrative defining equipment purchases, equipment leasing, replacement and disposal method for retired equipment, and reference to department policy where applicable.				
DESCRIPTION	QUANTITY	PURCHASE PRICE	LEASE RATE	COST
				\$
			TOTAL EQUIPMENT	\$

OPERATING EXPENSES

DESCRIPTION OF EXPENSE	RATE	COST
PRINTING/SUPPLIES		\$
CLEANING/CLOTHING ALLOWANCE		
RADIO MAINTENANCE CONTRACTS		
TOTAL OPERATING EXPENSES		\$

INDIRECT COSTS

INDIRECT COSTS	NOT TO EXCEED 5% OF TOTAL DIRECT COSTS	
	TOTAL PROJECT COSTS	\$
	ALLOCATION	\$

BUDGET NARRATIVE

INSTRUCTIONS: Provide narrative below justifying and detailing the basis for determining the cost of the items included in each budget category.

NAME AND TITLE OF PERSON COMPLETING BUDGET	TELEPHONE NO.

**OFFICE OF HIGHWAY SAFETY PLANNING
SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM
INITIAL REPORT**

INSTRUCTIONS: Answer each question by placing an "x" next to the appropriate response or providing the information as otherwise indicated. Use additional pages if necessary.

**MAINTENANCE OF EFFORT BASE DATA
COUNTY SUPPORTED DEPUTIES**

Report the number of county supported, full-time certified deputies employed by, or budgeted for, the sheriff department as of the dates indicated below. The source of funding for the deputies (i.e. CETA, Highway Safety, contractual arrangements) is not a deciding factor in determining whether the county meets the maintenance of effort requirement.				
COUNTY SUPPORTED FULL-TIME CERTIFIED DEPUTIES	1) AS OF 9/30/78	2) APR - JUNE 2002	3) OCT - DEC 2002	4) JAN - MAR 2003
TOTAL NUMBER				
NUMBER WHOSE PRIMARY DUTY IS ROAD PATROL				

COUNTY GENERAL FUND REVENUE

Complete the following information regarding county general fund revenue only if the number of county supported full-time certified deputies whose primary duty is road patrol reported in column 3 or 4 above has decreased from the 9/30/78 figure.	
TOTAL COUNTY GENERAL FUND REVENUE FISCAL YEAR 1978 - ACTUAL	\$
TOTAL COUNTY GENERAL FUND REVENUE FISCAL YEAR 2002 - BUDGETED	\$
TOTAL COUNTY GENERAL FUND REVENUE FISCAL YEAR 2003 - BUDGETED	\$

LEAVE BLANK – FOR OHSP USE ONLY	
COUNTY NAME	CONTRACT NUMBER

COORDINATION OF LAW ENFORCEMENT AGENCIES

1. Do you have any written/verbal agreements for coordination with other law enforcement agencies in your county?	<input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No
2. If your answer to question number 1 is yes, briefly identify these agreements and the participating agencies.	
3. List any initiatives such as coordinating councils, commissions or criminal justice committees that your department participates in for purpose of coordinating law enforcement activities.	
4. List any recommendations for improving coordination of the enforcement agencies in your county.	

ENFORCEMENT TRAINING

5. Approximately what percentage of certified law enforcement personnel attend training programs each year?	%
6. Is the amount of training received by certified law enforcement personnel felt to be sufficient?	<input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No
7. What are the most important types of training attended by certified law enforcement personnel in your department? Select three types from the categories below and enter the code numbers in the boxes to the right.	
01 Management/Supervision 02 Firearms/Weapons 03 Legal Update 04 Traffic Accident Investigation 05 Self-Defense/Restraint Equipment 06 First Aid	07 Pursuit Driving 08 Alcohol Enforcement Training 09 Domestic/Juvenile/Spouse Abuse 10 Looking Beyond the Stop 11 Report Writing 12 Other, Specify _____
8. What type of training should certified law enforcement personnel in your department be receiving but are not? Select three types from the categories above and enter the code numbers in the boxes to the right.	

COMMUNICATIONS SYSTEM

9. Does your department participate in a centralized dispatch?	<input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No
10. If your answer to question number 9 is yes, name the agencies that are dispatched from the same dispatch center.	
11. Identify the operating agency of the central dispatch 1 = Your department 2 = State Police 3 = Other	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
12. Identify the phone number for citizens in your county to call for emergency services. 1 = 9-1-1 2 = One 7 digit number for all services 3 = Individual number for each service	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
13. Are officers in your patrol vehicles able to communicate with your dispatch from anywhere in the county?	<input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No
14. If your answer to question number 13 is no, estimate the percentage of county area in which reliable car-to dispatch communication is possible.	%
15. Are all patrol officers equipped with portable radios for communications while away from their vehicles?	<input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No
16. Are all patrol officers using portable radios able to communicate with the dispatcher from anywhere in the county?	<input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No
17. If your answer to question number 16 is no, estimate the percentage of county area in which reliable portable-to dispatch communication is possible.	%
18. Identify the agencies with which your department can communicate directly by radio. 1 = State Police 2 = Local police 3 = Other county department 4 = None of the above	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
19. Identify your needs for improved communications. State below how important these are relative to other needs. 1 = Additional system-wide equipment 2 = Additional mobile equipment 3 = Other, specify 4 = None needed	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

NAME AND TITLE OF PERSON COMPLETING INITIAL REPORT	TELEPHONE NO.
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OFFICE OF HIGHWAY SAFETY PLANNING
SECONDARY ROAD PATROL AND TRAFFIC
ACCIDENT PREVENTION PROGRAM

COUNTY

EQUAL EMPLOYMENT OPPORTUNITY
CERTIFICATION

I, _____, certify that

_____ County has formulated an equal
employment opportunity program in accordance with the standards
established under Executive Directive 79-4. The EEO Plan is on file

_____ (State Department)
with the Michigan _____ for
review or audit by officials of that agency or the Department of
Civil Rights as required by relevant laws, directives and
regulation.

Signature of County Board Chairperson

Date

By authority of Executive Directive 1979-4. Compliance with these guidelines is required to participate in this program.
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